

# International Lutheran Student Centre

30 Thanet Street  
London WC1H 9QH

## Application for summer and other short-term residence

This form is for periods of residence of more than two weeks and less than three months.  
For other periods a different form must be completed. Please answer all questions in capital letters.

Details of applicant	Religious affiliation
Family name _____ Other names _____ Gender (M/F) _____ Title (Mr/Ms/Mrs/Miss/Other) _____ Date of birth (day-month-year) _____ Nationality _____ Single married (circle one) Occupation (if a student, see below) _____ Address for correspondence _____ Telephone _____ Fax _____ Email _____	Are you: <input type="checkbox"/> Lutheran? Name & place of parish: _____ <input type="checkbox"/> Other Christian? Name of denomination: _____ <input type="checkbox"/> Another faith? Name of faith: _____ <input type="checkbox"/> No religion
	Special needs
	Please give details of any disability or serious allergy _____ _____ _____

Room requirements
I wish to apply for a place from (day-month-year) _____ to _____ . Single room <input type="checkbox"/> Twin room <input type="checkbox"/> I would be willing to live on a mixed-gender corridor <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Note:</b> The centre does not have facilities for the accommodation of children.

Other contact information
Permanent home address (if different) _____ _____ Telephone _____ Fax _____ Email _____ In case of emergency, contact: Name _____ Relationship _____ Telephone _____ Email _____

Course of study (if you are a student)
University/institution _____ Address _____ _____ Department _____ Level of course (example: MA, PhD) _____ Is it full-time? _____ Subject _____ Course start date (day-month-year) _____ Course end date (day-month-year) _____

You must complete this section only if you are applying for twin room accommodation

Name of accompanying person \_\_\_\_\_ Nationality \_\_\_\_\_

Date of birth \_\_\_\_\_ Religion \_\_\_\_\_

If accompanying person will be a student, give details of course:

University/institution \_\_\_\_\_

Level of course (example: MA, PhD) \_\_\_\_\_ Is it full-time? \_\_\_\_\_ Subject \_\_\_\_\_

Course start date (day-month-year) \_\_\_\_\_ Course end date (day-month-year) \_\_\_\_\_

#### TERMS OF / INFORMATION ON APPLICATION

The International Lutheran Student Centre hereby gives you notice that the accommodation, if granted, will be of a room that has within the period of 12 months prior to the beginning of your occupation been let to a student under paragraph 8 of Schedule 1 of the Housing Act 1988 and, therefore, possession of the accommodation might be recovered on Ground 4 of Schedule 2 of the Act.

You will be asked to pay one week's licence fee before the start of your residence. If you cancel your booking less than one month prior to arrival, this payment will not be refunded. Upon arrival, you will be asked to pay a deposit of one week's licence fee. At the end of your residence, the deposit may be applied against any arrears of licence fee or damage to our property, and any balance will be refunded to you. You must pay your licence fee one week in advance. If you wish to end your residence before the date given above, you must give 7 days' written notice to the Administration Manager. If you do not give the required notice, you will be liable for the licence fee for the period for which the notice was not given. All residents are expected to observe the rules of the International Lutheran Student Centre.

Applicants are asked to provide details of any disability or serious allergy as the International Lutheran Student Centre may need to allocate certain rooms or make certain adjustments to meet applicants' needs. The International Lutheran Student Centre will retain this information for applicants offered a room as a record of their requirements and may provide this to appropriate staff. Residents will remain responsible for their own health and safety.

Once we have received your application we will use strict procedures and security to prevent unauthorised access to protect confidential information. Rejected application forms will be destroyed within 6 months of receipt of the application. Accepted applications will be kept on record until 12 months after the end of the applicant's residence, when they will be destroyed.

I wish to apply for accommodation at the International Lutheran Student Centre for the period stated above. I authorise you to use the information contained in the form and in any documents provided to you in support of my application for accommodation. You may use the information provided for the purpose of deciding whether to grant me accommodation and in allocating a room.

**Your signature:** \_\_\_\_\_

**Date (day-month-year):** \_\_\_\_\_

(If you have not provided an original signature, you will be considered to have agreed to the above by sending this form to us and you will be required to sign this form on arrival).

**Please send your completed application to:** Admissions, International Lutheran Student Centre, 30 Thanet Street, London WC1H 9QH. If you require further information, you may write or contact the centre on telephone +44 (0)20 7388 4044; fax +44 (0)20 7383 5915; email [ILSCacomm@lutheran.org.uk](mailto:ILSCacomm@lutheran.org.uk)

#### A little information about the Centre:

The Centre is owned and run by the Lutheran Council of Great Britain, which represents 10 national Lutheran churches with congregations or chaplaincies in Britain. The Centre runs on a bed and breakfast basis which is in operation throughout the year. It has a laundry room; TV room; function room for social activities; Chapel; games room; student lounge; study room and computer room. Each floor has two showers, two toilets and a kitchen for sharing between 10 residents. We provide a duvet, pillow, bed linen and a towel. The kitchen on your floor is fully equipped with pots, pans, crockery, cutlery, toaster, kettle, microwave, oven, fridge and freezer. Each study bedroom has a telephone. Incoming and internal calls plus voicemail are free. Outgoing calls have to be prepaid at the office. Residents may also subscribe to our wireless broadband facility.

The ILSC is located just a few minutes walk from King's Cross, Russell Square and Euston underground stations. Locally there are plenty of amenities, all of which are only a few minutes walk away. These include supermarkets, dry cleaners, hairdressers, doctors, dentists, bookshops, internet cafes, restaurants, pubs and cafes. The Brunswick, a shopping precinct with well-known shops and eating places, is nearby. You can see photos of the Centre, a map and other information on our web site: [www.lutheran.org.uk/student-centre.php](http://www.lutheran.org.uk/student-centre.php)

Smoking is not permitted in any part of the building, including bedrooms.

***Please note that arrival is by 11pm. If you think you can only arrive later you will need to check with us first. It may not be possible to admit you before the next morning.***

Please indicate how you heard about the Centre:  Friend  College  Family  Centre's web site

Other web site (which? \_\_\_\_\_)  Publication (which? \_\_\_\_\_)  Other (where? \_\_\_\_\_)

*The International Lutheran Student Centre is part of the Lutheran Council of Great Britain, a registered charity (no. 232042) and a company limited by guarantee (no. 557552), with registered offices at 30 Thanet Street, London WC1H 9QH.*

*The LCGB is registered as a data controller under the Data Protection Act 1998 (the "Act").*

